

EXHIBIT B
PROCEDURES AND REQUIREMENTS
Reuse Assistance Grant (RAG) Program
Cycle 12, Fiscal Year 2008/09

INTRODUCTION	<p>The Procedures and Requirements of the California Integrated Waste Management Board's (CIWMB) Reuse Assistance Grant (RAG) Agreement (Agreement) describes project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and close-out procedures, and audit requirements.</p>
PROJECT REQUIREMENTS AND MODIFICATION	<p>The RAGs are designed to enhance local public agencies' responsibilities in the area of material reuse, encourage local public agencies to incorporate reuse activities into their waste reduction efforts, and promote reuse to their communities.</p> <ul style="list-style-type: none">• Projects must reuse a material(s) in its current form without any significant processing that alters its material structure.• Projects must focus only on the reuse of non-hazardous materials.• Projects must be tangible, develop long-term systems, infrastructures, and/or facilities that creatively reuse materials otherwise destined for disposal in California. <p>Proposed changes or modifications to the approved project must be requested in writing to the CIWMB Grant Manager and may not be material. The CIWMB Grant Manager and his/her supervisor must approve the proposed changes in writing <u>prior to</u> the Grantee performing the changed work.</p>
PRIOR TO COMMENCING WORK ...	<p>GRANT SELF ASSESSMENT CHECKLIST FORM</p> <p>Prior to commencing work under this Grant the Grantee's Grant Manager and authorized Signature Authority should review the Grant Self Assessment Checklist Form so as to identify key administrative requirements. Evaluation of the Grantee's compliance with these requirements is a major part of all grant audit reviews.</p> <p>As set forth more fully in the Terms and Conditions (Exhibit A), the Grantee shall submit with its Final Report a completed and signed Form.</p> <p>To obtain the Grant Self Assessment Checklist Form (CIWMB 641) see http://www.ciwmb.ca.gov/Reuse/Grants/Forms.htm or contact your Grant Manager.</p> <p>RELIABLE CONTRACTOR DECLARATION</p> <p>Prior to authorizing a contractor(s) to commence work under this Grant, the Grantee shall submit to the CIWMB Grant Manager a declaration from the contractor(s), signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in Section 17050 of Title 14, California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor(s) and the subcontractor(s), respectively. See www.ciwmb.ca.gov/Regulations/Title14/ch1.htm#ch1a5</p> <p>If a (sub)contractor is placed on the CIWMB Unreliable List after award of this Grant, the Grantee may be required to terminate that contract.</p> <p>To obtain the Reliable Contractor Declaration form (CIWMB 168) see http://www.ciwmb.ca.gov/Reuse/Grants/Forms.htm</p>

**SIGNAGE
REQUIREMENTS**

The Grantee must install a permanent sign at the project site upon completion of the project, no later than March 31, 2011. The sign must include the following:

1. "Funded by a Grant from the California Integrated Waste Management Board";
2. CIWMB logo;
3. CIWMB slogan "Zero Waste – You Make it Happen!"

The CIWMB logo can be found on the CIWMB's web site at

www.ciwmb.ca.gov/gallery/CIWMBLogos/

**REPORTING
REQUIREMENTS**

Progress Reports and a Final Report are required by this Agreement. All reports must be current, include all required sections/documents and be approved by the CIWMB Grant Manager before Grant Payment Requests can be processed. Failure to comply with the specified reporting requirements or the approved Work Plan may result in the termination of this Agreement or suspension of any outstanding Grant Payment Requests. Any problems or delays must be reported immediately to the CIWMB Grant Manager. A sample of the Progress Report is on the RAGs website:

<http://www.ciwmb.ca.gov/Reuse/Grants/>

All documents submitted must be printed double-sided on recycled-content paper containing one hundred percent (100%) post consumer fiber. Specific pages containing full-color photographs or other ink-intensive graphics may be printed on photographic paper.

Failure to submit the Final Report and final Grant Payment Request, with appropriate documentation, by April 29, 2011 may result in rejection of the Payment Request and/or forfeiture by the Grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

**PROGRESS REPORT
AND FINAL REPORT
DUE DATES**

The Grantee must submit Progress Reports to the CIWMB Grant Manager based on the schedule below. The reporting period begins with receipt of the formal letter or Notice to Proceed issued by CIWMB notifying the Grantee to begin the grant project.

Reporting Period	Report Due
Notice to Proceed Date – August 31, 2009	September 30, 2009
September 1, 2009 – February 28, 2010	March 31, 2010
March 1, 2010 – September 30, 2010	November 1, 2010
Final - Notice to Proceed Date – March 31, 2011	April 29, 2011

**PROGRESS REPORT
FORMAT**

Progress Reports must be prepared in the format specified below.

Report Component	Description
Cover Page	<ul style="list-style-type: none"> • Name of the Grantee • Grant number • Amount of grant award • Dates of report coverage • Report preparation date • Disclaimer statement, as follows: <p>"The statements and conclusions of this report are those of the Grantee and not necessarily those of the California Integrated Waste Management Board, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."</p>
Project Summary & Status	<p>Provide a summary of the project status which includes:</p> <ul style="list-style-type: none"> • Securing contractor/vendor, etc. • Project implementation • Products purchased and/or installed • Proposed changes and/or problems
Product Manufacturer, Supplier/Vendor, and/or (Sub)Contractor Summary	<p>List all product manufacturers, suppliers/vendors, contractors and/or subcontractors involved in the project. For each product manufacturer, supplier/vendor, contractor and/or subcontractor include the following information:</p> <ul style="list-style-type: none"> • Name • Address • Statement of work completed • Time period in which the work was completed • Amount paid • Reliable Contractor Declaration form(s)
Photograph Examples	<p>Submit printed and digital photographs of the RAGs events or other activities completed during the term of the reporting period.</p>
Publications Regarding Project	<ul style="list-style-type: none"> • Brochures • Flyers • Newspaper articles • Any print or other educational materials related to this grant project <p><i>Note: these need prior approval by your Grant Manager</i></p>

**FINAL REPORT
DUE DATE**

The Grantee may submit a Final Report at any time after the project is completed, but must submit it no later than **April 29, 2011**. The Final Report must include the Final Payment Request.

FINAL REPORT FORMAT

The Final Report must include information from the Notice to Proceed to the completion of the project but no later than March 31, 2011, and must be in the following format:

Report Component	Description
Cover Page	<ul style="list-style-type: none">• Name of the grantee• Grant number• Amount of grant award• Dates of report coverage• Report preparation date• Disclaimer statement, as follows: “The statements and conclusions of this report are those of the Grantee and not necessarily those of the California Integrated Waste Management Board, its employees, or the State of California. The State makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text.”
Table of Contents	Identify report contents and corresponding page numbers.
Project Summary	Provide a summary of the project including: <ul style="list-style-type: none">• Type of project• Report on the goals, objectives, and tasks as listed in the Work Plan.• Percentage of increase of the Grantee’s commercial sector that became aware of and became involved in reuse activities as a result of the project.• Amount of materials diverted from landfills as a result of the project.• The estimated amount of materials (in tons) diverted or exchanged through the project.• Other appropriate measures that could serve as an indicator of the effectiveness of the funded activities.
Product Manufacturer, Supplier/Vendor, and/or (Sub)Contractor Summary	List all product manufacturers, suppliers/vendors, contractors and/or subcontractors involved in the project. For each product manufacturer, supplier/vendor, contractor and/or subcontractor include the following information: <ul style="list-style-type: none">• Name• Address• Statement of work completed• Time period in which the work was completed• Amount paid• Reliable Contractor Declaration form(s)

Evaluation	Describe project successes, lessons learned and problems encountered.
Future Intent	Describe how the project will be maintained.
Photographs Examples	Submit at least two printed and digital photographs of the completed grant project, including signage.
Publications Regarding Project	Submit all <ul style="list-style-type: none"> • Brochures • Flyers • Newspaper articles • All print or other educational materials related to this grant project

**ELIGIBLE
PROJECT COSTS**

Eligible project costs whether paid for with grant funds or matching contributions, are limited to the project or program described in the approved Grant Application and modifications approved by the CIWMB. These costs must be incurred and paid during the term of the grant after Grantee receives the Notice to Proceed from CIWMB. Costs must be reasonable, cost-effective, and focused on local needs. Grantees are bound by the State Administration Manual, available through the Department of General Services' Web site at sam.dgs.ca.gov, and the requirements of the Grant Agreement.

Direct Costs - If pre-approved by the CIWMB Grant Manager, the Grantee may claim as direct costs all eligible costs specifically associated with planning and implementing the grant project (e.g., staff time to work on the project and prepare Progress Reports and Payment Requests).

Overhead/Indirect Costs - The Grantee may claim overhead and indirect costs up to five percent (5%) of the amount approved for payment. These costs are expenditures not capable of being assigned or not readily itemized to a particular project or activity, but considered necessary for the organization's operations and the grant performance. Examples of overhead and indirect costs include, but are not limited to, accounting services, administrative and supervisory salaries. All overhead and indirect costs must be supported by a cost allocation plan.

Travel Costs - Travel costs within California are eligible costs, as long as they are reasonable, directly related to the project, and pre-approved by the CIWMB's Grant Manager. Travel costs, like all other costs, must be identified in the Budget. Expenses will be reimbursed according to the guidelines set forth in the Agreement, the State Administrative Manual Sections 0700-0741 and the current Department of Personnel Administration memorandum.

Trip	Travel Time	Authorized Meal
Less than 24 hours	Travel time must begin at/before 6:00 a.m. and end at/after 9:00 a.m.	Breakfast (actual expense up to \$6.00)
	Travel begins at/before 4:00 p.m. and ends at or after 7:00 p.m.	Dinner (actual expense up to \$18.00)
More than 24 hours	Travel time must begin at/before 6:00 a.m. and end at or after 8:00 a.m.	Breakfast (actual expense up to \$6.00)
	Travel begins at/before 11:00 a.m. or if travel ends at or after 2:00 p.m.	Lunch (actual expense up to \$10.00)
	Travel begins at/before 5:00 p.m. and ends at/after 7:00 p.m.	Dinner (actual expense up to \$18.00)

INELIGIBLE COSTS	<p>Any costs not directly related to the grant project are ineligible for grant funding or as matching contributions. Whether grant funds or matching contributions, ineligible costs include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Costs incurred prior to issuance to the Notice to Proceed or after the end of the grant term; • Costs not included in the approved Budget; • Costs currently covered by another CIWMB loan, grant, or contract; • Overtime costs (except for local public agency staff during specially scheduled evening or weekend events occurring outside the staff's normal work schedule that is pre-approved in writing by the CIWMB's Grant Manager, when law or labor contract requires overtime compensation; • Out-of-state travel; • Matching funds and grant funds not accounted for with supporting documentation; • Any food or beverages (e.g., as part of meetings, workshops, training, events, etc.); • Purchase or lease of automobiles; • Public education costs not directly associated with the concept of reuse; • Profit or mark-up by the Grantee or partner; • Cell phones, pagers, and other personal electronic and/or digital assistive devices; • Web site development and Web site-related expenses; • Overhead and indirect costs above five percent (5%) of the amount approved for payment; • Any costs not consistent with local, state, and federal guidelines, regulations, and laws; and, • Any other costs not deemed reasonable or related to the purpose of the grant by the CIWMB Grant Manager.
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**GRANT PAYMENT
INFORMATION
AND WITHHOLD
PROVISIONS**

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- Payments to the Grantee for grant expenses are made on a reimbursement basis only and for only those goods and services specified in the approved Work Plan and modifications approved by the CIWMB.
 - All reports must be current and approved before Grant Payment Requests can be processed.
 - Grant payments may be requested intermittently throughout the grant term.
 - Grant payments will only be made to the Grantee. It is the Grantee's responsibility to pay all product manufacturers, suppliers/vendors, contractors and/or subcontractors for purchased goods and services.
 - Ten percent (10%) of each Grant Payment Request will be withheld and retained until all conditions stipulated in the Agreement have been satisfied.
 - Reimbursement of the 10% retention must be requested in the Final Grant Payment Request.
 - Grant payment requests will be processed as promptly as fiscal procedures permit. The Grantee can typically expect payment within four weeks from the date a Grant Payment Request is approved by the CIWMB Grant Manager.
 - Failure to comply with the specified reporting requirements may result in the termination of this Agreement or suspension of any outstanding Grant Payment Requests. Any problems or delays must be reported immediately, in writing, to the CIWMB Grant Manager.
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**GRANT PAYMENT
REQUEST
PROCESS &
REQUIRED
DOCUMENTATION**

1. Submit a Grant Payment Request (CIWMB 87) with an original signature of the authorized signatory or his/her designee, as authorized by the resolution. (Copies of or faxed Grant Payment Request forms will not be approved for payment); and
2. Submit a Grant Expenditure Summary (CIWMB 667-Reuse) This form must include a detailed listing of the grant funds and matching contributions being expended; and
3. Submit supporting documentation for expenditures:
Acceptable supporting documentation must include one of the following:
 - a. Invoices, receipts or purchase orders containing the product manufacturer, supplier/vendor, and/or contractor name, phone number, address, purchase amount, date and description of goods.And must include one of the following:
 - b. Proof of payment (e.g., copies of cancelled checks, invoice marked as paid, receipts, accounting reports if they contain check number, date, product manufacturer, supplier/vendor, and/or contractor name and amount); and
4. Submit a completed Recycled-Content Certification Form (CIWMB 74G); and
5. Submit a General Checklist of Business Permits, Licenses and Filings (CIWMB 669).
 - If changes have occurred since the last submittal of the General Checklist of Business Permits, Licenses, and Filings Form, initial Item 8 on the Grant Payment Request Form, “Changes made since last checklist submitted”, and attach the updated form.
 - If nothing has changed since the last submittal, initial Item 8 on the Grant Payment Request Form, “Form on file is current and complete.”
6. Submit the following forms, as applicable.
 - Personnel Expenditure Summary: (CIWMB 165) This form is to be completed for reimbursement for staff/volunteer time. This form requires an individual task number (Example: Task 3.2) and costs associated with this specific task, as reflected in the approved Budget.
 - Travel Log Form: (CIWMB 246) Use this form if requesting reimbursement or documenting travel expenses.

To obtain all of these forms, see <http://www.ciwmb.ca.gov/Reuse/Grants/Forms.htm>

**RECORDS AND
AUDIT
REQUIREMENTS**

This grant is subject to a desk or field audit. See the “Audit/Records Access” section in Exhibit A - Terms and Conditions, for more information.

**REPORTS AND
PAYMENT
REQUEST
SUBMITTAL**

Please submit all reports and payment requests to:

California Integrated Waste Management Board
Reuse Assistance Grant (RAG) Program
Financial Assistance Division, 9th Floor
1001 I Street, P.O. Box 4025
Sacramento, CA 95812-4025

QUESTIONS ?

Phone: (916) 341-6446

Email: RAGS@ciwmb.ca.gov